



# Key Demand Occupations – 2012 – Northwest Lower MI

## College Degree Required

Education	Title / Description / Key Skills	Projected Job Growth	% Job Growth 2002 - 2012	Hourly Wage
<b>Management Occupations</b>				
<b>General and Operations Managers (11-1021)</b>		<b>175</b>	<b>15.2%</b>	<b>\$35.74</b>
Work Exp. + Bachelor's	Plan, direct, or coordinate the operations of companies or public and private sector organizations. Duties and responsibilities include formulating policies, managing daily operations, and planning the use of materials and human resources, but are too diverse and general in nature to be classified in any one functional area of management or administration, such as personnel, purchasing, or administrative services. Includes owners and managers who head small business establishments whose duties are primarily managerial. <b>Key Skills:</b> Active Listening, Management of Personnel Resources, Time Management, Decision Making, Monitoring			
<b>Sales Managers (11-2022)</b>		<b>45</b>	<b>28.2%</b>	<b>\$33.19</b>
Work Exp. + Bachelor's	Direct the actual distribution or movement of a product or service to the customer. Coordinate sales distribution by establishing sales territories, quotas, and goals and establish training programs for sales representatives. Analyze sales statistics gathered by staff to determine sales potential and inventory requirements and monitor customer preferences. <b>Key Skills:</b> Active Listening, Speaking, Mathematics, Time Management, Service Orientation			
<b>Financial Managers (11-3031)</b>		<b>35</b>	<b>12.7%</b>	<b>\$42.21</b>
Work Exp. + Bachelor's	Plan, direct, and coordinate accounting, investing, banking, insurance, securities, and other financial activities of a branch, office, or department of an establishment. <b>Key Skills:</b> Mgt. of Financial Resources, Mathematics, Critical Thinking, Decision Making, Reading Comprehension			
<b>Construction Managers (11-9021)</b>		<b>40</b>	<b>9.5%</b>	<b>\$30.87</b>
Bachelor's	Plan, direct, coordinate, or budget, usually through subordinate supervisory personnel, activities concerned with the construction and maintenance of structures, facilities, and systems. Participate in the conceptual development of a construction project and oversee its organization, scheduling, and implementation. <b>Key Skills:</b> Reading Comprehension, Critical Thinking, Coordination, Instruction, Active Listening			
<b>Medical and Health Services Managers (11-9111)</b>		<b>75</b>	<b>30.4%</b>	<b>\$40.24</b>
Work Exp. + Bachelor's	Plan, direct, or coordinate medicine and health services in hospitals, clinics, managed care organizations, public health agencies, or similar organizations. <b>Key Skills:</b> Active Listening, Reading Comprehension, Critical Thinking, Monitoring, Speaking			
<b>Professional Occupations</b>				
<b>Accountants and Auditors (13-2011)</b>		<b>155</b>	<b>18.2%</b>	<b>\$23.88</b>
Bachelor's	Examine, analyze, and interpret accounting records for the purpose of giving advice or preparing statements. Install or advise on systems of recording costs or other financial and budgetary data. <b>Key Skills:</b> Mathematics, Active Listening, Critical Thinking, Monitoring, Judgment & Decision Making			
<b>Loan Officers (13-2072)</b>		<b>45</b>	<b>16.0%</b>	<b>\$22.49</b>
Bachelor's	Evaluate, authorize, or recommend approval of commercial, real estate, or credit loans. Advise borrowers on financial status and methods of payments. Includes loan officers and agents, collection analysts, loan servicing officers and underwriters. <b>Key Skills:</b> Active Listening, Time Management, Reading Comprehension, Persuasion, Speaking			
<b>Computer Software Engineers, Applications (15-1031)</b>		<b>50</b>	<b>37.1%</b>	<b>\$30.96</b>
Bachelor's	Develop, create, and modify general computer applications software or specialized utility programs. Analyze user needs and develop software solutions. Design software or customize software for client use with the aim of optimizing operational efficiency. May analyze and design databases within an application area, working individually or coordinating database development as part of a team. <b>Key Skills:</b> Programming, Critical Thinking, Complex Problem Solving, Active Listening, Troubleshooting			
<b>Computer Support Specialists (15-1041)</b>		<b>45</b>	<b>19.5%</b>	<b>\$18.76</b>
Associate's	Provide technical assistance to computer system users. Answer questions or resolve computer problems for clients in person, via telephone or from remote location. May provide assistance concerning the use of computer hardware and software, including printers. <b>Key Skills:</b> Troubleshooting, Reading Comprehension, Critical Thinking, Active Listening, Writing			
<b>Computer Systems Analyst (15-1051)</b>		<b>80</b>	<b>31.6%</b>	<b>\$28.23</b>
Bachelor's	Analyze science, engineering, business, and all other data processing problems for application to electronic data processing systems. Analyze user requirements, procedures, and problems to automate or improve existing systems and review computer system capabilities, workflow, and scheduling limitations. <b>Key Skills:</b> Active Learning, Reading Comprehension, Complex Problem Solving, Critical Thinking, Active Listening			

OJT = On-the-job Training

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\* Michigan Wage Data

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Northwest Lower MI includes: Antrim, Benzie, Charlevoix, Emmet, Grand Traverse, Kalkaska, Leelanau, Manistee, Missaukee, Wexford

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<b>Industrial Engineers (17-2112)</b>				
Bachelor's	Design, develop, test, and evaluate integrated systems for managing industrial production processes including human work factors, quality control, inventory control, logistics and material flow, cost analysis, and production coordination. <b>Key Skills:</b> Critical Thinking, Active Listening, Time Management, Reading Comprehension, Complex Problem Solving	<b>30</b>	<b>17.5%</b>	<b>\$25.80</b>
<b>Child, Family, and School Social Workers (21-1021)</b>				
Bachelor's	Provide social services and assistance to improve the social and psychological functioning of children and their families and to maximize the family well-being and the academic functioning of children. May assist single parents, arrange adoptions, and find foster homes for abandoned or abused children. In schools, they address such problems as teenage pregnancy, misbehavior, and truancy. May also advise teachers on how to deal with problem children. <b>Key Skills:</b> Speaking, Active Listening, Monitoring, Social Perceptiveness, Service Orientation	<b>35</b>	<b>10.6%</b>	<b>\$25.86</b>
<b>Graphic Designers (27-1024)</b>				
Associate's	Design or create graphics to meet a client's specific commercial or promotional needs, such as packaging, displays, or logos. May use a variety of mediums to achieve artistic or decorative effects. <b>Key Skills:</b> Time Management, Coordination, Active Listening, Judgment and Decision Making, Active Learning	<b>40</b>	<b>18.5%</b>	<b>\$14.35</b>
<b>Public Relations Specialists (27-3031)</b>				
Bachelor's	Engage in promoting or creating good will for individuals, groups, or organizations by writing or selecting favorable publicity material and releasing it through various communications media. May prepare and arrange displays, and make speeches. <b>Key Skills:</b> Writing, Critical Thinking, Reading Comprehension, Active Listening, Judgment & Decision Making	<b>70</b>	<b>29.9%</b>	<b>\$23.79</b>
<b>Health Care Occupations</b>				
<b>Registered Nurses (29-1111)</b>				
Associate's	Assess patient health problems and needs, develop and implement nursing care plans, and maintain medical records. Administer nursing care to ill, injured, convalescent, or disabled patients. May advise patients on health maintenance and disease prevention or provide case management. Licensing or registration required. <b>Key Skills:</b> Active Listening, Reading Comprehension, Critical Thinking, Instructing, Speaking, Time Management	<b>680</b>	<b>23.9%</b>	<b>\$24.37</b>
<b>Respiratory Therapists (29-1126)</b>				
Associate's	Assess, treat, and care for patients with breathing disorders. Assume primary responsibility for all respiratory care modalities, including the supervision of respiratory therapy technicians. Initiate and conduct therapeutic procedures; maintain patient records; and select, assemble, check, and operate equipment. <b>Key Skills:</b> Active Listening, Instructing, Reading Comprehension, Critical Thinking, Monitoring	<b>35</b>	<b>32.0%</b>	<b>\$21.45</b>
<b>Medical and Clinical Laboratory Technologists (29-2011)</b>				
Bachelor's	Perform complex medical laboratory tests for diagnosis, treatment, and prevention of disease. May train or supervise staff. <b>Key Skills:</b> Quality Control Analysis, Equipment Maintenance, Reading Comprehension, Troubleshooting, Operation and Control	<b>30</b>	<b>20.9%</b>	<b>\$22.04</b>
<b>Radiological Technologists and Technicians (29-2034)</b>				
Associate's	Take X-rays and CAT scans or administer nonradioactive materials into patient's blood stream for diagnostic purposes. Includes technologists who specialize in other modalities, such as computed tomography and magnetic resonance. Includes workers whose primary duties are to demonstrate portions of the human body on X-ray film or fluoroscopic screen. <b>Key Skills:</b> Active Listening, Speaking, Reading Comprehension, Time Management, Critical Thinking	<b>45</b>	<b>19.6%</b>	<b>\$19.37</b>
<b>Medical Records and Health Information Technicians (29-2071)</b>				
Associate's	Compile, process, and maintain medical records of hospital and clinic patients in a manner consistent with medical, administrative, ethical, legal, and regulatory requirements of the health care system. Process, maintain, compile, and report patient information for health requirements and standards. <b>Key Skills:</b> Active Listening, Reading Comprehension, Time Management, Speaking, Writing	<b>70</b>	<b>42.2%</b>	<b>\$13.05</b>
<b>Sales Occupations</b>				
<b>Securities, Commodities &amp; Financial Sales Agents (41-3031)</b>				
Bachelor's	Buy and sell securities in investment and trading firms, or call upon businesses and individuals to sell financial services. Provide financial services, such as loan, tax, and securities counseling. May advise securities customers about such things as stocks, bonds, and market conditions. <b>Key Skills:</b> Active Listening, Speaking, Time Management, Reading Comprehension, Service Orientation	<b>45</b>	<b>24.2%</b>	<b>\$37.73</b>

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\* Michigan Wage Data

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Northwest Lower MI includes: Antrim, Benzie, Charlevoix, Emmet, Grand Traverse, Kalkaska, Leelanau, Manistee, Missaukee, Wexford

# Key Demand Occupations – 2012 – Northwest Lower MI

## Job Training Required

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<b>Management Occupations</b>				
<b>Food Service Managers (11-9051)</b>		<b>40</b>	<b>13.0%</b>	<b>\$18.83</b>
Work Exp. in Related Occupation	Plan, direct, or coordinate activities of an organization or department that serves food and beverages. <b>Key Skills:</b> Active Listening, Instructing, Speaking, Time Management, Monitoring			
<b>Professional Occupations</b>				
<b>Cost Estimators (13-1051)</b>		<b>70</b>	<b>21.8%</b>	<b>\$24.37</b>
Work Exp. in Related Occupation	Prepare cost estimates for product manufacturing, construction projects, or services to aid management in bidding on or determining price of product or service. May specialize according to particular service performed or type of product manufactured. <b>Key Skills:</b> Active Listening, Reading Comprehension, Mathematics, Time Management, Writing			
<b>Self-Enrichment Education Teachers (25-3021)</b>		<b>80</b>	<b>36.0%</b>	<b>\$16.18*</b>
Work Exp. in Related Occupation	Teach or instruct courses other than those that normally lead to an occupational objective or degree. Courses may include self-improvement, nonvocational, and nonacademic subjects. Teaching may or may not take place in a traditional educational institution. <b>Key Skills:</b> Instructing, Speaking, Active Listening, Learning Strategies, Social Perceptiveness			
<b>Health Care Occupations</b>				
<b>Emergency Medical Technicians and Paramedics (29-2041)</b>		<b>40</b>	<b>15.9%</b>	<b>\$11.42</b>
Post-Secondary Vocational Training	Assess injuries, administer emergency medical care, and extricate trapped individuals. Transport injured or sick persons to medical facilities. <b>Key Skills:</b> Active Listening, Critical Thinking, Speaking, Coordination, Equipment Maintenance			
<b>Licensed Practical &amp; Licensed Vocational Nurses (29-2061)</b>		<b>60</b>	<b>10.4%</b>	<b>\$16.06</b>
Post-Secondary Vocational Training	Care for ill, injured, convalescent, or disabled persons in hospitals, nursing homes, clinics, private homes, group homes, and similar institutions. May work under the supervision of a registered nurse. Licensing required. <b>Key Skills:</b> Active Listening, Reading Comprehension, Time Management, Writing, Critical Thinking			
<b>Service Occupations</b>				
<b>Fire Fighters (33-2011)</b>		<b>65</b>	<b>19.3%</b>	<b>\$19.05</b>
Long-Term OJT	Control and extinguish fires or respond to emergency situations where life, property, or the environment is at risk. Duties may include fire prevention, emergency medical service, hazardous material response, search and rescue, and disaster management. <b>Key Skills:</b> Active Listening, Coordination, Equipment Selection, Critical Thinking, Equipment Maintenance			
<b>Police and Sheriff's Patrol Officers (33-3051)</b>		<b>90</b>	<b>22.0%</b>	<b>\$19.29</b>
Long-Term OJT	Maintain order, enforce laws and ordinances, and protect life and property in an assigned patrol district. Perform combination of following duties: patrol a specific area on foot or in a vehicle; direct traffic; issue traffic summonses; investigate accidents; apprehend and arrest suspects, or serve legal processes of courts. <b>Key Skills:</b> Judgment & Decision Making, Active Listening, Critical Thinking, Writing, Speaking			
<b>Chefs and Head Cooks (35-1011)</b>		<b>55</b>	<b>19.4%</b>	<b>\$16.51</b>
Work Exp. in Related Occupation	Direct the preparation, seasoning, and cooking of salads, soups, fish, meats, vegetables, desserts, or other foods. May plan and price menu items, order supplies, and keep records and accounts. May participate in cooking. <b>Key Skills:</b> Coordination, Management of Materials, Management of Personnel Resources, Speaking, Time Management			
<b>Hairdressers, Hairstylists, and Cosmetologists (39-5012)</b>		<b>95</b>	<b>12.3%</b>	<b>\$9.14</b>
Post-Secondary Vocational Training	Provide beauty services, such as shampooing, cutting, coloring, and styling hair, and massaging and treating scalp. May also apply makeup, dress wigs, perform hair removal, and provide nail and skin care services. <b>Key Skills:</b> Active Listening, Speaking, Time Management, Coordination, Social Perceptiveness			
<b>Sales Occupations</b>				
<b>First-Line Supervisor/Managers of Retail Sales Workers (41-1011)</b>		<b>260</b>	<b>11.3%</b>	<b>\$20.64</b>
Work Exp. in Related Occupation	Directly supervise sales workers in a retail establishment or department. Duties may include management functions, such as purchasing, budgeting, accounting, and personnel work, in addition to supervisory duties. <b>Key Skills:</b> Management of Personnel Resources, Active Listening, Service Orientation, Time Management, Instructing			

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<b>Real Estate Sales Agents (41-9022)</b>				
Post-Secondary Vocational Training	Rent, buy, or sell property for clients. Perform duties, such as study property listings, interview prospective clients, accompany clients to property site, discuss conditions of sale, and draw up real estate contracts. Includes agents who represent buyer. <b>Key Skills:</b> Active Listening, Time Management, Negotiation, Speaking, Reading Comprehension	45	11.8%	\$25.46
<b>Administrative and Support Occupations</b>				
<b>Legal Secretaries (43-6012)</b>				
Post-Secondary Vocational Training	Perform secretarial duties utilizing legal terminology, procedures, and documents. Prepare legal papers and correspondence, such as summonses, complaints, motions, and subpoenas. May also assist with legal research. <b>Key Skills:</b> Reading Comprehension, Active Listening, Time Management, Writing, Active Learning	40	14.3%	\$14.26
<b>Medical Secretaries (43-6013)</b>				
Post-Secondary Vocational Training	Perform secretarial duties utilizing specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Duties include scheduling appointments, billing patients, and compiling and recording medical charts, reports, and correspondence. <b>Key Skills:</b> Active Listening, Reading Comprehension, Speaking, Coordination, Active Learning	65	11.9%	\$18.09
<b>Construction and Repair Occupations</b>				
<b>Managers of Construction Trades &amp; Extraction Workers (47-1011)</b>				
Work Exp. in Related Occupation	Directly supervise and coordinate activities of construction or extraction workers. <b>Key Skills:</b> Coordination, Management of Personnel Resources, Time Management, Active Listening, Instructing	115	13.8%	\$25.44
<b>Brickmasons and Blockmasons (47-2021)</b>				
Long-Term OJT	Lay and bind building materials, such as brick, structural tile, concrete block, cinder block, glass block, and terra-cotta block, with mortar and other substances to construct or repair walls, partitions, arches, sewers, and other structures. <b>Key Skills:</b> Active Listening, Coordination, Mathematics, Time Management, Equipment Selection	95	33.9%	\$18.76
<b>Carpenters (47-2031)</b>				
Long-Term OJT	Construct, erect, install, or repair structures and fixtures made of wood, such as concrete forms; building frameworks, including partitions, joists, studding, and rafters; wood stairways, window and door frames, and hardwood floors. May also install cabinets, siding, drywall and batt or roll insulation. Includes brattice builders who build doors or brattices (ventilation walls or partitions) in underground passageways to control the proper circulation of air through the passageways and to the working places. <b>Key Skills:</b> Mathematics, Time Management, Active Listening, Critical Thinking, Judgment & Decision Making	505	15.1%	\$16.88
<b>Electricians (47-2111)</b>				
Long-Term OJT	Install, maintain, and repair electrical wiring, equipment, and fixtures. Ensure that work is in accordance with relevant codes. May install or service street lights, intercom systems, or electrical control systems. <b>Key Skills:</b> Installation, Active Listening, Reading Comprehension, Troubleshooting, Equipment Selection	210	23.1%	\$25.99*
<b>Plumbers, Pipefitters, and Steamfitters (47-2152)</b>				
Long-Term OJT	Assemble, install, alter, and repair pipelines or pipe systems that carry water, steam, air, or other liquids or gases. May install heating and cooling equipment and mechanical control systems. <b>Key Skills:</b> Active Listening, Mathematics, Repairing, Troubleshooting, Complex Problem Solving	45	12.5%	\$19.80
<b>Automotive Service Technicians and Mechanics (49-3023)</b>				
Post-Secondary Vocational Training	Diagnose, adjust, repair, or overhaul automotive vehicles. <b>Key Skills:</b> Troubleshooting, Repairing, Equipment Selection, Active Learning, Critical Thinking	65	12.9%	\$16.75
<b>Production Occupations</b>				
<b>Supervisors of Production &amp; Operating Workers (51-1011)</b>				
Work Exp. in Related Occupation	Supervise and coordinate the activities of production and operating workers, such as inspectors, precision workers, machine setters and operators, assemblers, fabricators, and plant and system operators. Excludes team or work leaders. <b>Key Skills:</b> Active Listening, Management of Personnel Resources, Reading Comprehension, Instructing, Monitoring	125	13.7%	\$20.85

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